



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT NO:** C20010044

**OPEN:** 11/14/00

**CLOSE:** 12/15/00

**POSITION VACANT:** Computer Specialist (Project/Team Leader), GS-334-14. Annual salary ranges from \$71,954 to \$93,537.

**PROMOTION POTENTIAL:** Computer Specialist (Project/Team Leader), GS-334-14.

**LOCATION:** Office of Information and Resource Management, Division of Information Systems, Telecommunications Branch, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is included in the Bargaining Unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII.

**AREA OF CONSIDERATION:** All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

### **DUTIES AND RESPONSIBILITIES:**

This position is located in the Telecommunications Branch, Division of Information Systems. The Branch is responsible for maintenance and management of all of the Foundation's telecommunications infrastructure, including local area networking, email, the data and voice communications cable infrastructure, remote access to NSF computer systems as well as comprehensive voice, data, and video communication systems. The following duties and responsibilities apply:

- Serves as project leader for Email Support, UNIX System Administration, and Network Services Support. Responsible for the health, maintenance and growth of the following systems:
  1. **Email:** Exchange servers (12), POP server, sendmail-based UNIX mail hubs, Outlook and Eudora mail clients.
  2. **UNIX System Administration:** 16 UNIX servers providing various functions, including Sybase database support for the Foundation and 6 UNIX servers providing WWW and related functions.
  3. **Network Services:** DNS, DHCP, SecurID, firewall and Internet connectivity.
- Plans and leads surveys and analyses of system requirements and directs the project team in designing new systems or enhancements to existing systems to ensure maximum system effectiveness, efficiency, responsiveness, adaptability to future requirements and compatibility with other NSF systems. Serves as expert to advise management in the areas of email, TCP/IP networking and Internet infrastructure and standards. Provides future plans and vision.
- Directs a team consisting of approximately 6 contractors. Provides leadership, sets general priorities and goals for the team; establishes deadlines and ensures timely completion of work assignments; makes needed changes in work priorities and operations. Ensures that systems are properly backed-up, monitored, and repaired in a timely manner. Notifies management of system problems and provides expert assistance in resolving them.
- Ensures that work performed under contract to DIS satisfies requirements and is delivered in a timely, cost-effective manner. Works with the contractor to ensure that NSF requirements and policies are understood and followed. Reviews vouchers for accuracy.
- As required, personally develops, tests, and implements computer systems, usually for the most urgent or complex projects.
- Performs other project management and technical duties in support of the functions and responsibilities of DIS.

**QUALIFICATIONS REQUIRED:** The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants must possess one year of specialized experience at the GS-13 level which demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of information systems design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. **Time-in-Grade Requirement:** Completion of one year of service in a position at the next lower grade in the normal line of promotion progression for this occupation.

**SELECTIVE FACTOR:** Applicants must have specific, relevant experience maintaining and supporting an Internet-connected email environment consisting of a mixture of UNIX sendmail servers, POP server and clients, and Microsoft Exchange Server with Outlook clients.

**QUALITY RANKING FACTORS:**

- Knowledge of Internet protocols, commercial and public-domain email technology, both servers and clients, mail-enabled applications, mailing list manager software, UNIX system administration (Solaris and AIX), Sybase system administration, TCP/IP network services (DHCP, DNS), Web server administration, Microsoft NT system administration, Exchange Server administration, Perl and C programming, firewall and security technology.
- Ability to build, manage and lead a technical team of varying skill and experience levels, including the ability to delegate, to provide guidance, to assign and adjust priorities, and to keep members on track and motivated.
- Skill in interpersonal relations, including the ability to communicate effectively, orally and in writing, with management, team members and NSF staff at all levels in language appropriate for the audience.
- Contract management abilities, including monitoring and reviewing tasks to ensure NSF requirements and policy are met, reviewing financial data to ensure contract obligations are met, verifying and approving invoices, writing statements of work, and initiating and monitoring procurement actions.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement, which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related

to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify specific eligibility and provide proof with application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, *Notification of Personnel Action* (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality-ranking factor.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010044. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Madalyn Chisley on (703) 292-4350. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

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